



PROGRAM GUIDELINES

- All trees will be planted on **City right-of-way** and in compliance with [City Code](#).
- A [City Tree Permit](#) will act as means of communication and as a form of commitment by permit applicant and the City.
- The [Tree Species Selection List](#) changes annually, refer to the correct list for this years selections.
- The average number of trees per project is 20-30; consideration will be given to applicants with fewer or more trees depending on available resources.
- NeighborWoods is a competitive program and entries will compete for available funds using established criteria.
- Completed projects will be subject to follow up inspections for 3-5 years. Future funding may be denied if projects are poorly maintained.
- Planted trees will be 1-2" caliper in size for deciduous trees (5-8'tall) and 4-6'in height for evergreen trees.
- The City will handle the acquisition and acceptance of the trees. After trees are planted, inspection and approval of the planting will be made by the NeighborWoods Coordinator.

IMPORTANT DATES

<u>FALL PLANTING</u>	<u>SPRING PLANTING</u>
February/March – Consult NeighborWoods Coordinator regarding interest in a project at NeighborWoods@springfieldmo.gov.	June/July – Consult NeighborWoods Coordinator regarding interest in a project at NeighborWoods@springfieldmo.gov
April/May/June – Complete questionnaire and begin planting plan/tree permit requisition.	August/September/October – Complete questionnaire and begin planting plan/tree permit requisition.
July 1st – Project proposals due in entirety.	November 1st – Project proposals due in entirety.
Last week of July – Applicant notified of project approval.	Last week of November – Applicant notified of project approval.
August/September – Planting site inspection by the NeighborWoods Coordinator.	December/January – Planting site inspection by the NeighborWoods Coordinator.
November/December – Trees are planted.	March/April – Trees are planted.